INPUT FORM FOR ENGINEERING ORDER

SHEET A   OF   SHEETS

FILE NO.	EO DASH	DWG/PART NO.	CLASS OF CHANGE		CHANGE IDENTIFICATION SYMBOL(S)					
				1						EO CANCELLED, INCORPORATED INTO REVISION ----------
				2						EO CANCELLED, SUPERSEDED BY EO ------------------------
										EO CANCELLED ---

CHG IDENT SYS	ENGINEERING ORDER NUMBER		EO REV	DESCRIPTION	CBD NO.	PCN NO.	PROJ CODE	EFFECTIVITY	
	DASH	DWG/PART NO.							↓

SEE PAGE 2

	DESIGNER	ENGINEER (PRINT)	CHECKER	MATERIAL	STRESS	QUALITY	MANUFACTURING
SIGNATURE							
DATE							

PKG CONTROL NO.	RESPONSIBLE ORG.	PREPARING ORG.	PREPARER	FLOOR EO APPROVAL	DATE

MSFC Form 421 (Rev. March 2006)

Informed

FILE NO.	EO DASH	DWG/PART NO.			INPUT FORM FOR ENGINEERING ORDER (CONTINUED)								
CHG IDENT SYM	FIND NUMBER	D S	DRAWING/PART NUMBER	CODE IDENTITY DWG REV	✕	S P L	ACT	QTY	UNIT WEIGHT	NOTES	T R C	DESCRIPTION (MAXIMUM 20 POSITIONS)	

Informed

PREPARATION INSTRUCTIONS FOR ENGINEERING ORDER (EO) - PAGE 1

Sheet A ___ of ___: Total number of sheets. This block is mandatory on all continuation sheets.

File No: Enter the EO number of the first line item EO to appear on the first "A" sheet (for tracking purposes). This block is mandatory on all continuation sheets.

Class of Change: A Class 1 change is one that affects form, fit, or function. A class 2 change is a record change (e.g., picture change, change in general notes, etc.) Enter the applicable change identification symbols (see Change Identification Symbol).

Change Identification Symbol: Each change or group of identical changes pertaining to a specific part or group of parts will be assigned a change identification symbol. The change ident symbol shall be a Roman numeral and the applicable numeral shall be entered in the change ident block opposite each "Dwg/Part" number affected by the change. **Enter only one Roman numeral per line item EO.**

EO Dash No: Enter the number(s) 1, 2, 3, etc., assigned by the Release Desk.

EO Drawing/Part Number: Enter the drawing/part number(s) of the item(s) to be changed.

EO Revision: Enter a dash (-) for the initial issue of an EO and the appropriate revision letter for subsequent issues.

Description: Enter the drawing title exactly as it appears on the drawing (limited to 60 characters). NOTE: Abbreviations are allowed if necessary to meet the three 20-character lines limitation of this block.

CBD No: CCB secretariat will enter CBD Number.

PCN: CCB secretariat will enter PCN number.

Project Code: Enter appropriate project code.

Effectivity: List the effectivity of each EO listed. This is the total number of units to be affected by the proposed change. Use a comma "," to denote "and" and the word "through" to denote continuous serialization (e.g., 01, 03 through 05). A dash (-) should never be used to separate numbers when listing effectivity(ies).

EO Cancelled, Inc Into Rev/EO Cancelled, Superseded by EO/EO Cancelled: Self-explanatory. If EO canceled and incorporated into drawing, insert Rev number of drawing, e.g., A, B, etc.; if EO canceled and superseded, enter number, e.g., 2, 3, 4, etc., of superseding EO; if EO canceled, leave blank.

Signatures: These blocks shall be filled in by organizational instructions governing EO's and as contained in the project CM Plan.

Package Control (DPRS) Number: Use block of numbers assigned to preparer's organization, or obtain number from the Release Desk.

Resp Org: Self Explanatory.

Prep Org and Preparer: This Block is to be completed by the design activity preparing an EO against a drawing for which they are not the responsible organization.

Floor EO Approval: **When the EO is a Floor EO (FEO), this block shall be used for the FEO approval signature.**

Date: **When the EO is a Floor EO (FEO), this block shall be the date of the FEO approval signature.**

PREPARATION INSTRUCTIONS FOR ENGINEERING ORDER (EO) - PAGE 2

EO Dash/DWG/Part No./Chg Ident Sym: Same as identical blocks on front side of EO.

Find No: This block is to be used only with existing part/assembly changes to identify a part/assembly by the find number that identifies the part/assembly on the EPL. **Leave this Block blank if the find number does not exist on the drawing and released EPL.**

Drawing Size: Enter the appropriate MSFC drawing size.

Drawing/Part Number: Enter the appropriate drawing/part number. { ***NOTE: If part number exceeds 21 characters, enter "See Description" in the Drawing/Part Number column and enter the entire part number in the Description column.***

Drawing Revision: Enter one of the following if the number in the "Drawing/Part Number" block is an MSFC detail drawing/part: (1) A dash (-) to indicate a "no revision" drawing, or (2) the appropriate drawing revision letter. NOTE: Leave blank if the "Drawing/Part Number" is an MSFC assembly, standard part, or vendor part.

(CAGE) Code Ident: When the line entries are standard parts or parts identified by the MSFC code identification number 14981, leave this block blank; otherwise, enter the design activity's code identification number from the H4/H8 CAGE Handbook.

SPL (Separate Parts List): Enter an "X" if the item listed has its own separate parts list. This does not apply to MSFC detail drawings/parts, vendor, or standard parts.

NOTE: Only one of the blocks (DWG REV/X/SPL) shall contain an entry for each drawing/part number listed. These blocks shall be left blank when the line entries are standard parts.

ACT (Action Code): Enter either "ADD" or "SUB" (subtract) to indicate the action being taken.

QTY (Quantity): Enter the quantity of parts/assemblies being added or subtracted.

Unit Weight: Enter the weight of part/assembly listed. If the quantity is A/R or ALT, leave the block for "Unit Weight" blank. Weight may be listed in inch-pound or metric.

Notes: When notes from a drawing are required, they shall be noted by entering the identifying note number from the NOTES area of the drawing; for example, a "3" in this column would correspond the Note 3 on the drawing. Multiple notes may be entered for a find number, but only one identifying number or letter shall be entered per line in the Notes column. If a standard note applies, enter a letter to identify the standard note.

TRC (Traceability) Code: Enter L for Lot, S for Serial, or T for Materials. NOTE: When materials traceability is required, the specific level of traceability shall be specified in a Note
on the drawing.

Description: Enter the title as it appears on the drawing for the part number being listed. This column may also be used for notes, reference to specifications or standards, etc. If necessary, abbreviations may be used.

{ ***NOTE: Reference Designators shall be entered in the Description Field.***